

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Monthly Report for July 1983 (U)

FR

Chief, Human Resources Management
Division, OC

EXTENSION

NO.

OCHRM M83-

DATE

432
10 AUG 1983TO: (Officer designation, room number, and
building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALSCOMMENTS (Number each comment to show from whom
to whom. Draw a line across column after each comment.)

1.

D/CO

11 AUG 1983

12 AUG 1983

2.

OC-EXA

12 AUG 1983

3.

OC-OL/IMC

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OCHRM M83- 432

MEMORANDUM FOR: Director of Communications

FROM: [REDACTED]

Chief, Human Resources Management Division, OC

SUBJECT: Monthly Report for July 1983 [REDACTED]

1. As of mid-July, Panel N was two under strength, and Panel D 34 under ceiling strength. The Office of Communications has recently exceeded all previous records for the number of applicants in processing, with the current in-process figure of approximately 300 TCS/ET applications. This figure should increase even further after the extensive recruitment activities of May-July. [REDACTED]

2. Award and Certificate presentations during the month of July were as follows:

a. Certificate of Special Achievement, presented by the DCI, to [REDACTED]

b. Certificate of Special Achievement and a \$1,500 cash award to [REDACTED] for his contributions [REDACTED]

c. Certificate of Distinction to [REDACTED] for his outstanding performance [REDACTED] during the summer of 1982.

d. A \$2,000 Special Achievement Award to [REDACTED]

3. The Director of Personnel has approved the assignment of one Position Management Officer dedicated solely to OC. The assignment action was in response to OC's request for increased PMCD support, and will take place in the near future. [REDACTED]

4. One hundred twenty-one students were in training during July. The Deputy Director of Communications presented graduation certificates to TCA Class 2-83 upon the completion of their training on 29 July. [REDACTED]

5. Seven CTB/OTD instructors attended the second in a series of Round Table and Lunch Discussion Modules presented by [REDACTED] of the Curriculum Planning Staff. This new, highly successful program is being presented at CTB to assist instructors in improving their instructional and classroom skills. [REDACTED]

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6. The following recruiting efforts were conducted during July:

a. On 13 July, an HRMD representative joined an OP/WARO recruiter in Baltimore for a group presentation at the Hilton Hotel. Of the 125 initial attendees, 37 ET applicants were tested, with 19 passing, and 26 TCS applicants were tested, with 16 passing.

b. The Hampton Virginia area was visited by an HRMD representative and an OP/WARO recruiter during 13-14 July. This recruitment effort resulted in PHS packages being given to 34 TCS and 3 Panel N applicants.

25X1 c. An HRMD representative assisted an OP/WARO recruiter with two presentations at the Quality Inn in Richmond on 19 July. Of the 50 plus applicants, 26 qualified for TCS, and 1 for ET.

25X1

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